

Job Vacancy - Fundraiser & Sustainability Officer

Syrians for Truth and Justice – STJ is seeking a qualified and motivated Fundraising & the organization’s fundraising efforts, donor engagement, and Sustainability Officer to support strategic growth initiatives.

The selected candidate will contribute to strengthening the organization’s financial sustainability by identifying funding opportunities, expanding donor relations, and supporting strategic partnerships aligned with the organization’s mission in human rights, documentation, accountability, and transitional justice.

Position Details

- Position: Fundraising & Sustainability Officer.
- Contract Duration: 6 Months.
- Location: Syria (Preference for Damascus) / Remote.

Key Responsibilities

- Identify and map national, regional, and international funding opportunities.
- Develop and maintain a structured fundraising pipeline and tracking system.
- Build and maintain relationships with current and potential donors and partners.
- Represent the organization in meetings, networking events, and coordination platforms.
- Coordinate with internal departments to support fundraising and partnership efforts.
- Monitor donor priorities, funding trends, and relevant calls for proposals.
- Maintain organized records of donor communication and outreach activities.
- Support the development of fundraising strategies and organizational positioning.

Required Qualifications

- Bachelor's degree in Business Administration, International Relations, Development Studies, Human Rights, Communications, or a related field.
- Minimum 2–3 years of relevant experience in fundraising, grants management, donor relations, business development, or partnerships within NGOs or humanitarian organizations.
- Strong understanding of donor engagement and funding processes.
- Excellent communication, networking, and relationship-building skills.
- Strong organizational and reporting skills.
- Ability to work independently and manage multiple priorities.
- Fluency in Arabic and English (written and spoken).
- Strong computer skills, especially Microsoft Office applications.

Preferred Competencies

- Knowledge of the Syrian humanitarian and human rights context.
- Experience working with institutional donors and international NGOs.
- Strategic thinking and proactive approach.
- High level of professionalism, integrity, and confidentiality.

How to Apply

Interested candidates are invited to send their CVs, motivation letter and 2 references (By May 31) to:

careers@stj-sy.org

Please indicate “Grants & Fundraising Officer” in the subject line
